

ASSISTANT TO THE CHIEF OF TRAINING

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position, the major duties of which are supervising the work of department Training Officers and assisting the Chief of Training in any administrative duties assigned. The Assistant Chief of Training directly oversees the work of subordinate Training Officers as they prepare for and teach training classes in the classroom, at the drill field, or at fire stations. He/she reports on the work of subordinates to the Chief of Training and assists in preparing and maintaining department records and reports of activities. This class ranks directly below that of Chief of Training and the Chief of Training reviews and evaluates the work of employees of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Evaluates the effectiveness of the training program and makes recommendations for improvements. Supervises all training classes conducted by the division. Personally teaches selected classes in specialized areas of training. Prepares lesson plans and training material for use in drill field training, in company training at fire stations, and classroom training. Prepares, administers, and grades training tests. Assists the Chief of Training in setting the training schedule for the department. Maintains a library of training materials.

Supervises subordinate Training Officers in the planning and preparation for training classes to be taught by the division. Offers advice and assistance as needed. Discusses work performance with subordinates and discusses the work of subordinate officers with the Chief of Training. Provides assistance to subordinates in technical areas of work.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service.

Writes specifications for new fire department equipment.

Assists the Chief of Training in any administrative duties assigned.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Training Officer immediately preceding closing date for application to the board.